



Washington State University

Native American Student Center News

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Save Yourself Stress, Manage Time Wisely

by **Greg Urquhart**

Wow! It's already February. Time has been flying by. I'm sure that many of you may be starting to feel a little pressure from your classes. With homework, papers, and tests, it is easy for students to quickly get overwhelmed. With that in mind, I thought I would share some great tips for managing your time more effectively.

While there are several ways to manage your time more effectively, perhaps the easiest is to make a do to list every day. When making this list place the most important assignments on top and place the smaller things to do on the bottom. Then simply go down the list. If you have an important project you really don't want to do, try putting a reward at the bottom of the list so you have something enjoyable to do once you complete your tasks.

Another way to manage time effectively is to keep a daily schedule. This can be easily done with a daily planner or with your free WSU student email which has the latest and greatest version of Outlook's calendar. Using a planner can help you realize that assignments are coming up and allow you to adequately prepare for them ahead of time. This is especially helpful if you break large projects, such as final papers, into small manageable pieces by looking ahead to the due date and planning backwards.

Another technique is to budget your time by figuring out exactly how much time you spend on activities daily. This can be done by keeping a time log for your typical day. You will probably be amazed at how much free time you actually have in your day and can then arrange your schedule to allow for more study time. However if you can't switch up your schedule, it can be helpful to bring your homework with you wherever you go and use those few extra minutes between class, while waiting for the bus, or at lunch time to work on it.

I wish you all success in this semester and as always, swing by my office in Cleveland 25 if you need anything. Take care.



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This Month in the Native American Student Center:

- **Feb 12 – "Summer Jobs and Internships – Make Your App Stand Out!" Workshop**
 @ NASC
 12–1p
- **Feb 12 – Valentine Cookie Decorating**
 1–5p @ NASC
- **Feb 18 – Frybread 101**
 4:30p come learn how to make frybread
 @ Native American Culture House
- **Feb 18 – Community Dinner**
 Indian Tacos!
 5:30p @ Native American Culture House

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